

INSTRUCTIONS

REGARDING COMPLETION of LDH DISASTER OPERATIONS

INDIVIDUAL TIME SHEET (HR-48)

PURPOSE OF THIS TIME SHEET

The purpose of this time sheet is to obtain documentation of disaster operations work that will meet Federal Emergency Management Agency (FEMA) requirements for reimbursable overtime and to accurately capture all hours worked during a State declared emergency situation.

WHO SHOULD COMPLETE THIS TIME SHEET?

Employees who are performing disaster operations work during a State declared emergency situation at an emergency disaster operations site.

***NOTE:** Employees who are performing disaster operations at a location other than an Emergency Disaster Operations site, may be directed to use this time sheet by their Appointing Authority.*

WHEN SHOULD THIS TIME SHEET BE USED?

The use of this time sheet will begin at the point when a State Official “Governor” declares an emergency situation and/or the first LDH ESF-8 conference call is held.

WHERE WILL THESE TIME SHEETS BE LOCATED?

These time sheets will be located at the various Emergency Disaster Operations sites such as:

- Governor’s Office of Homeland Security & Emergency Preparedness Center (GOHSEP)
- LDH Emergency Operations Center (LDH EOC)
- Regional Emergency Operations Center (Regional EOC)
- Medical Special Needs Shelter (MSNS)
- Point of Dispensing Site (PODS)

***NOTE:** This list is not all inclusive. This time sheet may be used at other sites deemed appropriate by an Appointing Authority.*

An employee should use one time sheet per work week (Monday-Sunday) per emergency disaster operations site. In most cases, the time sheet(s) should remain at that site until the end of the work week or the end of an employee’s disaster operations work assignment, whichever comes first. In most cases if an employee works at more than one emergency disaster operations site, they should use a different time sheet at each location.

HOW TO COMPLETE THE HR-48 TIME SHEET

NOTE: IT IS EXTREMELY IMPORTANT THAT HOURS WORKED ON ASSIGNED DISASTER OPERATIONS WORK BE DOCUMENTED ACCURATELY. PLEASE MAKE EVERY EFFORT TO ACCURATELY ENTER ALL REQUESTED INFORMATION ON THE HR-48 PROVIDED.

EMPLOYEE INSTRUCTIONS:

1. Upon arrival at the emergency disaster operations site, an employee should locate the area where the LDH Disaster Operations Individual Time Sheets are maintained and sign in. Ideally, there will be someone at that station who will be responsible for maintaining the time sheets for that site.
 2. Beginning on the employees first shift at an emergency disaster operations site and at the beginning of each new work week thereafter (Monday – Sunday), an employee should complete the top portion of a blank HR-48 if it is not prepopulated with the following information:
 - a. Employee Name- PLEASE PRINT LEGIBLY
 - b. Civil Service Job Title
 - c. Work Parish
 - d. Home Parish
 - e. Office/Contact Phone #- Give # where employee can be reached most of the time
 - f. Employee's Personnel Number
 - g. Employee's Office/Section Name
 - h. Employee's Supervisor Name
 - i. Work Schedule (Ex: M-F 8am – 4:30pm)
 - j. Assignment Team (Ex: A, B, C or D)
 - k. Assignment Region (Ex: Baton Rouge)
 - l. Assignment Location (Ex. LDH EOC)
 - m. NIMS (Ex. Finance)
 - n. Event Name
 - o. Parish of the Disaster Operations Site
 - p. Disaster Operations Site Name and Address
 - q. Assignment Title (Ex. Human Resources)
 3. Upon arrival at a Disaster Operations Site each day, an employee should fill in time information as follows:
 - a. Date on the applicable day
Travel time (FROM HOME TO SITE- TO BE COMPLETED ONLY IF THE EMPLOYEE IS TRAVELING OUTSIDE HIS OFFICIAL WORK PARISH and/or FOR WORK-RELATED TRAVEL WHILE ON WORK TIME, I.E. FROM SITE TO SITE DURING WORK TIME.)
 - b. Site arrival time- **circle a.m. or p.m.**
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4. At the end of his shift each day, the employee shall fill in time information as follows:
 - a. Total time for each activity: meals/sleep/off duty, if applicable.
Sleeping time which is defined as a regularly scheduled sleeping period of not more than 8 hours per day. Sleeping time is counted as non-working time.
Meal time which is defined as a period of time of at least 30 minutes when the employee is completely relieved of all duties and is free to leave the duty post even though he must remain on the premises.
Off-duty time which is defined as the period of time that the employee is relieved of all duties and responsibilities and is free to move about as he pleases at his convenience.
 - b. Site departure time- **mark a.m. or p.m.**
 - c. Travel time (FROM SITE TO HOME- ONLY IF THE EMPLOYEE IS TRAVELING OUTSIDE HIS OFFICIAL WORK PARISH and/or FOR WORK-RELATED TRAVEL WHILE ON WORK TIME, I.E. FROM SITE TO SITE DURING WORK TIME.)
5. At the end of the work week or the end of an employee's disaster operations work assignment, whichever comes first, the employee shall sign and date his time sheet certifying the accuracy of the information.
6. In most cases, the person who is responsible for maintaining the time sheets will obtain the signature of the EOC/Shelter/Other disaster operations manager or appointing authority at the end of the work week or the end of an employee's disaster operations work assignment, whichever comes first.

NOTE: In times of emergencies, procedures do not always flow smoothly as written. If a Region finds that changes in these procedures are necessary for a smoother operation, it is acceptable to deviate from them to fit the situation.

However, it is essential that all of the information asked for on the time sheet be captured.

WORK SCHEDULE FOR SAMPLE TIME SHEET

12 hr shifts- 30 mins for meal each day

1 st shift-arrive 7am Tuesday	depart 7 pm Tuesday
2 nd shift- arrive 7:30pm Tuesday	depart 8 pm Tuesday
3 rd shift-arrive 7 pm Wednesday	depart 7 am Thursday
4 th shift-arrive 7 pm Thursday	depart 7 am Friday
5 th shift-arrive 7 am Saturday	depart 7 pm Saturday

LOUISIANA DEPARTMENT OF HEALTH - DISASTER OPERATION INDIVIDUAL TIME SHEET

Employee Name | Title | Contact | Domicile Parish | Phone Number:

SAMPLE

Event: Great Flood of 2016

Employee Name: Jane Doe

Civil Service Title: Human Resource Analyst

Work Parish: East Baton Rouge - 17

Home Parish: East Baton Rouge - 17

Office Phone: 225-342-1111

Site Parish: East Baton Rouge

Site Name & Address: DHH EOC, 8453 Veterans Mem. Blvd., BR, LA 70807

Personnel Number: 111

Office/Section Name: OMF/Div of Human Resources, Training & Staff Development

Supervisor Name: John Smith

Work Schedule: M-F 7am – 3:30 pm

☐ CHECK IF CONTINUATION LIST EXIST

(USE CONTINUATION SHEET ONLY IF THIS IS CHECKED FOR ADDITIONAL ENTRIES)

Assignment Team

Assignment Region

Assignment Location

NIMS

Assignment Title

Other Titles

Briefly Explain Duties(Specify):

A

Baton Rouge

DHH EOC

Finance

Human Resources

NOTE: DAYS BEGIN AND END AT MIDNIGHT

OFFICIAL TIME ADMINISTRATION - OFFICIAL USE ONLY

Arrival Day/Date	*Travel Time(Hr, Min) Must Be Outside Official Domicile Home to Site	Site Arrival Time	Time for Meals/Sleep/Off Duty Total for Each(Hr, Min)	Depart Day/Date	*Travel Time(Hr, Min) Must Be Outside Official Domicile Site to Home	Site Depart Time	Total Hours	Meals Sleep Off Duty	Travel Hours	Regular Hours	Overtime Hours	Exempt Non-exempt
Mon./		am/pm				am/pm						
		am/pm				am/pm						
Tues./8/2/16		7:00 am/pm				7:00 am/pm						
		7:30 am/pm				8:00 am/pm						
Wed./8/3/16		7:00 am/pm				am/pm						
		am/pm				am/pm						
Thurs./8/4/16		am/pm				7:00 am/pm						
		7:00 am/pm				am/pm						
Fri./8/5/16		am/pm				7:00 am/pm						
		am/pm				am/pm						
Sat./8/6/16		7:00 am/pm				7:00 am/pm						
		9:00 am/pm				10:00 am/pm						
Sun./		am/pm				am/pm						
		am/pm				am/pm						
Total												

I certify that I have worked the hours and time as indicated above

Employee Signature | Date Jane Doe 08/06/16

Signature of EOC | Shelter | Other disaster oper. mgr or appt. authority | Date | Job Title